

VEPA – Vendor Payment

This screen is used for entry of information on a business that is being issued a vendor payment.

VEPA	VENDOR PAYMENT	06/26/02 21:35:43
		KIM C
CASE NAME: TESTCASE, DEBBY L	CASE NUMBER: 000002	
WORKER NAME: CROSS, KIM	BNFT MONTH: 0702	
WORKER #: T11131		
AMOUNT OF PAYMENT: \$ 364.99		
PAYMENT MADE TO VENDOR NAME: GOODYEAR TIRES		
ADDRESS 1: 100 ELM		
ADDRESS 2:		
CITY ST ZIP: HELENA MT 59601 - 0114		
PHONE NUMBER: 4064421212		
INVOICE OR DATE OF SERVICE: B19420		
FEDERAL TAX ID (FEIN): 134932489		
SSN:		
NAME OF PERSON WHOSE SSN WAS ENTERED ABOVE:		
PF5 TO RETURN TO SSPR		

(TEAMS requires the FEIN, or the SSN and associated Name, prior to authorization of payment on SSPR.)

Solid arrow = Mandatory field. Open arrow = Optional Field.

Mandatory Fields

PAYMENT MADE TO VENDOR NAME

The name of the vendor is entered here.

ADDRESS 1

The address (line 1) is entered here.

CITY

The City of the vendor is entered here.

ST

The State of the vendor is entered here.

ZIP

The zip code of the vendor is entered here. (The first 5 digits are mandatory.)

PHONE NUMBER

The phone number of the vendor is entered here, including area code, with no dashes.

INVOICE OR DATE OF SERVICE

The invoice number or date of service is entered here.

FEDERAL TAX ID (FEIN)

The Federal Tax ID Number (FEIN) is entered here, if available.

SSN

If the FEIN is not available, the SSN and Name of the person are entered instead.

NAME OF PERSON WHOSE SSN WAS ENTERED ABOVE

If the FEIN is not available, the SSN and Name of the person are entered instead.

Optional Fields

ADDRESS 2

The address (line 2) is entered here, if applicable.

(ZIP +4)

The four-digit add-on code is entered after the zip code and the hyphen, if available.

Display Fields

CASE NAME

The case name (Primary Information person) is displayed.

WORKER NAME

The worker's name is displayed (Last, First).

WORKER #

The caseload number of the worker who accessed the payment is displayed.

CASE NUMBER

The TEAMS case number is displayed.

BNFT MONTH

The benefit month for the payment is displayed.

AMOUNT OF PAYMENT

The total amount of the associated payment from SSPR is displayed here.

Navigation Fields and Fkeys

NEXT- ->	This field allows the user to access the next desired screen by typing the screen name.
F2	The F2 key returns to the last TEAMS <i>menu</i> that was accessed.
F3	The F3 key returns to the SYSE (System Selection) menu.
F5	The F5 key returns to SSPR (Supportive Services Payment Request) screen.
F10	The F10 key accesses the CANO (Case Notes) screen.
F12	The F12 key clears any new data typed on the screen, as long as Enter has not been pressed.